

September 9, 2011

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

Re: Town Manager's Report

Dear Council Members:

The following will keep you up-to-date on various topics.

**1. Comprehensive Annual Financial Report:**

I am pleased to advise that the Town's Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2010 is recognized by the Government Financial Officers Association (GFOA) with a Certificate of Achievement for Excellence in Financial Reporting. The Certificate is the highest form of recognition in governmental accounting and financial reporting. This is the 22<sup>nd</sup> consecutive year Glastonbury has been recognized by the GFOA. My thanks and congratulations go to all involved, and particularly Finance Director Diane Waldron and Controller Nina Cousins.

**2. Project Updates:**

The summer construction season was busy in Glastonbury with a number of town projects successfully underway or nearing completion. Highlights include:

Neipsic Road Sidewalks: This is the project to install new sidewalks between Karen Lee and Bidwell. The project is well underway and should be completed over the next 2 weeks. The short walkway from New London Turnpike to the high school property off New London Turnpike is complete.

Multi-Use Trail/Smith School: This project is running a little behind schedule with substantial completion forecast for mid October. At the same time, the route layout is well configured and the project should be well received when complete. A ribbon cutting will be scheduled for next month.

Natural Gas Fueling Station: This is the new fast-fill station located at the RCC and funded through a federal grant. All technical equipment is in place and testing is underway. Subject to testing, the station should be operational over the next week or two. Aesthetic improvements including landscaping to follow this fall. A ribbon cutting for this new facility will also be scheduled for late September/early October.

On a related note, the Town will be able to place an order for the 8 new natural gas fueled sedans next week.

Griswold Street Paving: Final plans and specifications have been submitted to ConnDOT for review. ConnDOT approval is required before the project can be advertised for competitive bids. Every effort is underway to allow this project to proceed this fall.

Main Street Traffic Signals: Design is underway with competitive bidding planned for spring 2012.

**3. Putnam Bridge:**

I will attend a meeting at State DOT on Monday, September 12<sup>th</sup>. This will involve a variety of stakeholders to discuss the proposed pedestrian/bike access across the Putnam Bridge. I will brief Council on Tuesday evening.

**4. Minnechaug Golf Course:**

By action in early 2007, Council authorized a lease between the Town and Minnechaug Golf, LLC, for operation of the town-owned 9-hole Minnechaug Golf Course. The lease provides for a 5-year initial term, 2007–2011, and a lessee option to renew for a 5 year term, 2012-2016. Minnechaug Golf, LLC has operated the course successfully and has notified the Town of its plan to activate the option.

For the initial 5 year term, the lessee paid annual rent of \$35,000 (years 1-3) and \$40,000 (years 4 and 5), plus 10% of gross revenues in excess of \$275,000. For the first time in 20+ years, revenues exceeded \$275,000 in 2008 through 2010 with 2011 to be determined. The Town received revenue sharing of \$3,959, \$8,497 and \$5,711 respectively for those 3 years.

The 5 year extension provides for annual base lease payments of \$40,000 in year 1 and \$45,000 in years 2-5. The 10% revenue sharing continues for the extension period.

I will be happy to review the preceding and any other items Tuesday evening.

Sincerely,

Richard J. Johnson  
Town Manager

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